

SPECIAL EVENT PERMIT APPLICATION
RESIDENTIAL BLOCK PARTY

- < Prior to applying for a permit to close your residential street for a block party, you must notify all of your neighbors of your intent to close the street, reason and hours the street will be closed. Proof of this notification may be required.
- < You are required to place orange traffic cones identifying the closure in a manner so that emergency vehicles and your neighbors may enter or leave the closed area.
- < You will be responsible for picking up and returning the orange cones needed for your street closure. The special events office will notify you of the location and times to pick up and return the equipment.
- < Temporary structures (tents, canopies, bounce houses, etc.) may not be placed on public property. Tents and canopies on private property may require a permit from the Fire Department.
- < Liability insurance in the amount of \$1,000,000.00 is required to use public property for a special event. You may add the block party to your homeowner's policy and provide proof of insurance.

Fill out completely and mail or fax to:
Special Events Program Manager
PO Box 1900
Reno, NV 89505

For assistance:
Phone: 785-5876
E-Mail: matijevichc@cityofreno.com
Fax: 334-2097

Event Title: _____ Event Date: _____

Event Location: _____ Hours: _____ Date of Application: _____

Event Permit Applicant (Company name if applicable):

Contact: _____ Home Phone: _____

Work Phone: _____ Cellular Phone: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Event Description: (use the space below to give an overview of your event and related activities)

Street Closures: (please list all streets you wish to close with the following information)

Street to be closed (include all points) _____ Date of closure _____ Time of closure _____

Insurance: (please list the company and agent with whom you plan to purchase event insurance. If your event takes place on public property, you must provide an insurance certificate for general liability naming the city of Reno, its officers, agents and employees as additional insured for \$1,000,000.00 with 30 day cancellation notice.)

Name: _____ Agent/Company: _____

Address: _____ City: _____ State: _____ Zip: _____

_____ Approved _____ Not Approved Signature: _____